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Approved For Release 2005/08/02 : CIA-RDP84B00890R000600100031-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

81-0136

FROM: Environmental Health & Preventive
Medicine Officer

EXTENSION

NO

STAT 1D-4061 Hqs.

DATE

21 January 1981

TO: Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. [redacted]
ExO/DDA
7D-24 Hqs.DD/A REGISTRY
Marie, FILE: Personnel 16

I obtained the HEW Safety and Health Committee charter from Bill Fine, Chief of their Office of Safety and Health. He says their committee has been very effective and he would be happy to brief us on it.

My impression is that they require both more technical expertise and top level managers on their committee. I don't see how it can work well otherwise.

[redacted]
Let's give [redacted] a
Call on Monday -
(1/26/81) Maria
B
I thanked Leo; he and
[redacted] are
meeting w/ HEW folks
(HHS)
on Wed - Let's keep in
my safety folder -
M 26 JAN 1981

FORM 62 610 USE PREVIOUS EDITIONS

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THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE
WASHINGTON, D. C. 20201

CHARTER
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
SAFETY AND HEALTH COMMITTEE

I. ESTABLISHMENT:

Pursuant to Executive Order 11807 and 29 CFR Section 1960.17 an HEW Safety and Health Committee is hereby established at the Departmental (National) level.

II. PURPOSE:

To advise and assist HEW officials with respect to their responsibilities under the occupational safety and health program.

III. COMMITTEE CHAIRPERSON:

The Designated Safety and Health Official, HEW, shall act as committee chairperson and will appoint the Director, Office of Safety and Occupational Health, HEW, as a member thereof, and an individual to act as Executive Secretary of the Committee. In addition, he will appoint an individual within the Office of Facilities Engineering as a member who is responsible for maintaining liaison with all regions.

IV. COMMITTEE MEMBERSHIP:

The committee will be composed of representatives of management and representatives of employees; the head of each organizational component listed will appoint one member with the exceptions set forth. Members will serve for an unspecified term at the discretion of the Chairperson.

1. Director, Office of Management Services,
Office of the Secretary, HEW.
2. Assistant Secretary for Health. (May appoint two members in the event such action is required to provide both safety and medical expertise.)
3. Commissioner, Social Security Administration.

Charter - Page 2

4. Assistant Secretary, Human Development Services
5. Administrator, Health Care Financing Administration
6. Assistant Secretary for Personnel Administration. (May appoint two members as appropriate to provide expertise in matters related to both Personnel and Labor Relations.)
7. The President of the national office of any labor organization which has National Consultation Rights with the Department. (On the instructions of the Chairperson, representatives of employees will be appointed so that the overall number of employee representatives is equal to the number of representatives of management.)

V. FREQUENCY OF MEETINGS:

The committee will meet at the call of the Chairperson. The date of meetings and the agenda pertaining thereto shall be announced and issued sufficiently in advance of meetings to assure all concerned are properly advised.

VI. MINUTES OF MEETINGS:

Minutes of meetings will be summarized by the Executive Secretary of the committee and distributed to the chairman and all committee members. Members may submit written statements, relating to matters discussed during a previous meeting for appendage to summary minutes provided such statements are considered appropriate for attachment thereto by the committee chairman and are received in advance of their finalization and distribution.

Charter - Page 3

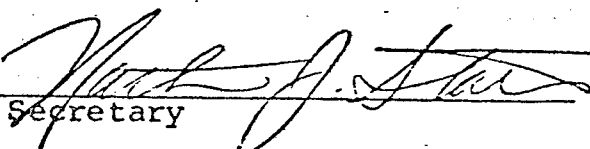
VII. CONDUCT OF MEETINGS

Meetings shall be conducted in accordance with Robert's Rules of Order. On matters requiring a vote, decisions shall be based upon the majority opinion of members present and casting votes. The Chairperson shall vote only in event of a tie vote.

VIII. APPOINTMENT OF SUBCOMMITTEES:

The Chairperson may appoint subcommittees to inquire into and advise on matters directly related to safety and occupational health. The Chairperson shall also establish procedures relating to the completion and distribution of reports pertaining thereto.

2/22/80
Date


Secretary